

TONTO NATURAL BRIDGE STATE PARK

VOLUNTEER POSITION DESCRIPTION

Position Title: Gift Shop Volunteer

Service Summary: Initial point of contact with visitors. Welcome visitors to the park. Collect park admission fees. Support the operation of a retail Gift shop. Answer questions about the park. Relate interpretive information on park history, lodge history and other questions. Explain park rules and regulations. Handle public monies.

Supervision: Gift Shop Ranger, Volunteer Coordinator, Park Manager

Location: TNB Gift Shop

Time Commitment: 2-4 hours per day. Days & Times to be coordinated between Volunteer Coordinator and Volunteer Management Team.

Training:

- Volunteer Orientation.
- State of Arizona Mandated Training for Volunteers (Bloodborne Pathogens, Preventing Inappropriate Behavior in the Workplace & Ethics).
- Cash Register/park fee structure orientation and training.
- Gift shop orientation, modeling & coaching as needed.
- Park history and geology orientation.

Qualifications & Requirements:

- Agree to and sign "Custodians of Public Money" form (ARS 35-301).
- Volunteer Orientation and be familiar with park facilities and trails.
- Be able to operate a computerized cash register.
- Ability and willingness to handle money and make correct change.
- Ability to cope with stress of a very busy and fast moving environment.
- Ability to be polite and pleasant to visitors in a stressful situation.

Benefits of Service: Volunteers significantly increase the services & enjoyment available to visitors.

Volunteer uniforms are provided. Volunteers receive free admission to all state parks after 50 hours service, receive gifts for various service levels & receive invitations to Annual Volunteer Recognition & training events.